**PAN on 10/18/11 Re: Mentoring**

**From:** Mr. Richardson

I would like the two of you to meet during lunch, a common prep, after school, or we can find one of you a sub for one hour of the day. Topics would include successes, challenges, needs and frustrations. I would like some notes from your meeting to be placed in the SIP file under strand 3 and a copy sent to me. Thanks

**Date / Time of meeting:** October20, 2011 2:55 pm

**Successes:**

* Feels he is doing well, has good, positive daily interaction with the students
* Has good class control and has had no problems with misbehavior
* Is moving along in class content as expected
* Makes up his own tests, usually has a review sheet prepared
* Daily varies work load and expectation including book assignments, review essays, and current events

**Challenges:**

In speaking about various teacher activities, ---- and I discussed lesson plans. As he explained that he usually does a log of what he did, we discussed the need to prepare lessons before teaching and then can log how the lesson went. It was decided that he would work on preparing lessons and that I would check in with him in about two weeks.

**Needs / Frustrations:**

He couldn’t think of anything specific.

**Other:**

**Signatures:**